

**TOWN OF AMHERST**  
  
**REQUEST FOR PROPOSALS  
FOR  
ENGINEERING SERVICES**

**REQUEST FOR ENGINEERING PROPOSALS**

The Town of Amherst requests proposals for Professional Engineering services from firms with experience in the evaluation water quality issues and planning of public drinking water system projects. The initial scope of work will involve updating the Town's hydraulic model and creating a new water quality model and will result in a preliminary engineering report on how the Town should address low pressure and water quality problems. The Town may award a contract or contracts that will allow for the addition of other engineering work on a task order basis as outlined in the RFP document.

A full copy of the request for proposals package is available on the Town's web site at [www.amherstva.gov](http://www.amherstva.gov). Proposals are due in the Town Hall by September 15, 2016 at 5:00 PM.

Disadvantaged Business Enterprises (Small/MBE/WBE firms) are encouraged to submit proposals.

**Anticipated Project Procurement Phase Schedule:**

Request for Proposal Advertisement Date.....	August 5, 2016
Pre-Proposal Meeting .....	August 26, 2016 at 10 AM (in Town Hall)
Written Questions Due (via email) .....	August 29, 2016 at 5 PM
Responses to Questions Available .....	September 2, 2016
Proposals Due .....	September 15, 2016 at 5 PM
Interviews.....	September 26, 2016 (Tentative)
Contract Award .....	October 13, 2016 (Tentative)

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**Addendum 1 to August 5, 2016 Town of Amherst RFP for Engineering Services:  
August 31, 2016**

*1. Amend Section 1.3 SUBMISSION OF PROPOSAL as follows:*

Respondents are requested to submit:

- ☐ Five (5) copies of their technical proposal,
- ☐ One (1) electronic copy of the proposal provided as a .pdf on a memory stick, and
- ☐ One (1) copy of their price proposal, in a separate envelope marked "Confidential."
- ☒ **One (1) copy of their price proposal, in a separate envelope marked "Confidential."**

**(no change to the rest of the section)**

*2. Amend Section 3.4 PRICE PROPOSAL as follows:*

*In a separate sealed envelope, provide Respondent firm's billing structure, including labor rate structures by labor categories and other non-labor rates.*

The rate table must provide information on all proposed mark-ups and fees, and will be incorporated into the selected firm's Consulting Agreement. Note that the Town of Amherst will only allow Other Direct Costs to be billed at cost. No 'project development costs' or similar hourly cost recovery charges will be allowed as all of these costs are to be included in the hourly billing rates.

**The Town hopes to understand (a) what it will be getting and (b) what that would cost to the extent practical and allowed by state procurement law. Insofar as a contract would be negotiated, clear caveats, statements of understanding and exceptions may be listed in this portion of the proposal package.**

The Town of Amherst intends to open the price proposals envelopes for top ranked firms. The Town of Amherst will destroy unopened price proposal envelopes upon completion of successful negotiations with the top ranked firms. Information provided in the price proposal will serve as the basis for negotiations, but not for initial selection.

*3. A separate information package containing the following is available upon request.*

Name	Date modified	Type	Size
12 - Wiley WaterCAD water model	8/27/2016 1:38 PM	File folder	
1 - Pre-proposal session attendance list 1...	8/26/2016 1:20 PM	Adobe Acrobat Document	496 KB
2 - Waterworks Description Sheet by VDH ...	8/26/2016 5:12 PM	Adobe Acrobat Document	173 KB
3 - Sampling sites map - PER GW 160826....	8/26/2016 1:19 PM	Adobe Acrobat Document	1,173 KB
4 - Chemical Results History 120101-1608...	8/26/2016 5:14 PM	Adobe Acrobat Document	51 KB
5 - HAA5 study by VDH-Reynolds 15011...	8/26/2016 1:21 PM	Adobe Acrobat Document	1,090 KB
6 - Sampling results - Jan 13 - Aug 15 per...	8/27/2016 1:25 PM	Adobe Acrobat Document	480 KB
7 - VDH BPP LRAA Op Eval studh Jan 13-...	8/27/2016 1:27 PM	Adobe Acrobat Document	108 KB
8 - VDH flouride study 150918.pdf	8/27/2016 1:26 PM	Adobe Acrobat Document	5,935 KB
9 - Water age study - CL FL concentratio...	8/27/2016 1:23 PM	Microsoft Excel Worksheet	40 KB
10 - Water age study - tank model Jan 14...	8/27/2016 1:30 PM	Microsoft Excel Worksheet	40 KB
11 - Water System Schematic 160826.pdf	8/27/2016 1:54 PM	Adobe Acrobat Document	429 KB
X - Town of Amherst RFP for Engineering...	8/4/2016 11:52 AM	Adobe Acrobat Document	2,477 KB

**End of Addendum 1**